

SANDY CITY  
APPROVED POSITION SPECIFICATION

I. Position Title: Human Resources Secretary

<u>Revision Date:</u>	06/13
<u>EEO Category:</u>	Administrative Support
<u>Status:</u>	Non-exempt
<u>Control No:</u>	30385

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Director of Human Resources provides direct support for employee recruitment and selection, assists in the administration of the City's employee benefit program, maintains the City's personnel files, receives and screens telephone calls and walk-in public, types various documents and performs other clerical duties as needed.

III. Essential Duties:

**A. RECRUITMENT AND SELECTION**

- Advertises position openings by posting announcements, printing and mailing employment announcement cards, or other methods as requested.
- Addresses concerns of applicants throughout the selection process.
- Sends prospective employees for drug testing, notifying department/division heads of test results.
- Sets up physicals for new police officers and firefighters.
- Verifies a valid driver's license for new and current employees when applicable.
- Collects enrollment forms and compiles new hire packets.
- Creates identification badges for new employees.
- Prints and distributes job applications to departments.
- Sets up new employees in relevant databases, including HR database, URS and job services.
- Assists applicants and departments by answering questions about the hiring process.
- Sends letters notifying applicants of selection process.
- Verifies eligibility of new hires through E-Verify.

**B. PERSONNEL AND RECORDS**

- Files information in personnel, medical and I-9 files.
- Assists with the City's Drug Free Workplace program by setting times and dates for random drug screening, maintaining associated documentation and notifying departments of test results.
- Monitors files for completeness and for compliance with applicable requirements.
- Makes copies of personnel correspondence.

**C. GENERAL SECRETARIAL DUTIES**

- Answers incoming calls and directs inquiries to appropriate individuals.
- Types various office correspondence and memos.
- Processes time cards for department.
- Assists in the administration of the City's wellness program.
- Serves as division purchasing representative.
- Assists the city's onsite clinic with ordering office supplies and processing invoices

IV. Marginal Duties:

- Performs other duties as assigned.

V. Qualifications:

**Education:** Requires the equivalent of one year full-time clerical training through a secondary or

post-secondary vocational program.

**Experience:** Requires two years of prior experience in secretarial and human resource activities with demonstrated competence; may substitute education and experience on a year-for-year basis.

**Probationary Period:** A one-year probationary period is a pre-requisite to this position.

**Responsibility for:** Employee information, including salary and benefits information; discipline and performance evaluations that must be kept confidential; information concerning various grievances that must not leave the Personnel office. Moderate responsibility for actions that may lead to liability from a risk management perspective.

**Communication Skills:** Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to professionally furnish and obtain information from other departments; ability to work effectively as a team member; ability to serve customers including constant contact with the public, city employees, and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing.

**Equipment Operation:** Type 50 wpm; requires regular use of a computer (using word processing, database, spreadsheet and document imaging software), printer, copier, and telephone system; occasional use of 10-key adding machine and ability to perform basic arithmetic.

**Analytical Ability:** Ability to organize both in terms of one's time as well as large volumes of information and records; ability to prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public.

V. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required.- Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday; daily contact with high-profile individuals.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_